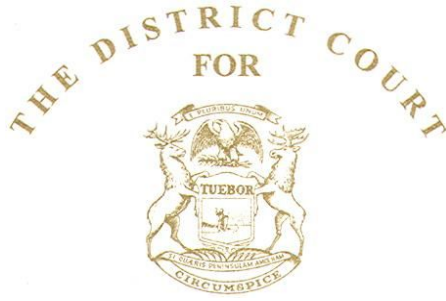


**GENO D. SALOMONE**  
**District Judge**

DEANNA WARUNEK  
Court Administrator  
email: [dwarunek@ci.taylor.mi.us](mailto:dwarunek@ci.taylor.mi.us)



**JOSEPH D. SLAVEN**  
**District Judge**

MARISSA FOWLER  
Deputy Court Administrator  
email: [mfowler@ci.taylor.mi.us](mailto:mfowler@ci.taylor.mi.us)

**TWENTY-THIRD JUDICIAL DISTRICT OF MICHIGAN**  
23365 Goddard Road • Taylor, Michigan 48180-4163 • (734) 374-1334 • FAX: (734) 374-1303  
Probation Department (734) 374-1326 • Probation FAX: (734) 374-2756 • Civil Division (734) 374-1328

## **23<sup>rd</sup> DISTRICT COURT POSITION OPENING**

### **TITLE:**

Deputy Court Clerk – CIVIL DIVISION  
Full-time with benefits  
Salary commensurate with experience

### **JOB DESCRIPTION:**

Under the supervision of the Court Administrator and Deputy Court Administrator, a Deputy Court Clerk may be responsible for data entry/case processing, cashiering, generating and mailing notices, assisting with counter/phone public service, filing, along with other clerical duties as assigned.

### **QUALIFICATIONS:**

Experience in District Court setting is **highly desired** with the following skills or knowledge:

- Judicial Information Systems (JIS)
- Civil Division experience
- Certified Electronic Operator (CEO) Certification

Must be able to work under pressure, multi-task, and meet deadlines in a fast-paced environment. Accuracy in data entry is essential for this position. Must be able to understand and follow oral and written instructions, set priorities and work independently. Must possess the ability to establish and maintain effective relationships with co-workers and the public. High School Diploma or GED equivalent required.

### **TO APPLY:**

Submit cover letter and resume **via email** to Court Administrator Deanna Warunek at [dwarunek@ci.taylor.mi.us](mailto:dwarunek@ci.taylor.mi.us). Please indicate in subject line of email “Deputy Court Clerk Position”. Only those candidates selected to interview will be contacted. Deadline for submission February 16, 2018.